

<p style="text-align: center;">THE STATE DELAWARE HAZARD MITIGATION PLAN UPDATE MEETING NOTES</p>
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The State Hazard Mitigation Planning Team met January 22, 2018 at the State Emergency Operations Center. Natural Hazards Planner, Arthur D. Paul, started the meeting at 1:00 p.m. with a welcome and thanks to the attendees. Eleven people attended and were provided an agenda package which included: agenda, Plan revision timeline, and extracts from the FEMA State Mitigation Plan Review Guide. A copy of the agenda package and the sign-in sheet is attached. The purpose of the meeting was to review the update progress, review the draft sections of the plan, and to look at the next step in the process; which is the development of a Mitigation Strategy and Mitigation Actions.

Review of Initial Drafts

The first drafts of Section 1 thru 4.2 were submitted to FEMA on Jan 7-12, 2018 for a courtesy review, in keeping with our established timeline (Sections - 1 - Introduction, 2 - Planning Process, 3 - Community Profile, 4.1 Hazard Identification, and 4.2 - Vulnerability Assessment). A PowerPoint presentation was used to review the FEMA Planning Tool and Review Guide. For each plan requirement from 44 CFR 201, the Guide includes the element/objective, its intent, and requirements. Art briefly reviewed the Planning Process Section and took a closer look at the Risk Assessment and Capability Assessment Sections.

Capabilities Assessment Review

Art reviewed the objectives, intents, and requirements of the Capability Assessment, Section 5. Portions of the draft were shared with attendees. Table 5-1, details the plans, policies, and programs of State agencies and list the effects and significance to hazard loss reduction. A first draft of the Capability Assessment had been completed and was submitted to FEMA following the meeting.

Mitigation Strategy and Actions Sections

The next step following the capability assessment is to identify gaps. The hazard identification and vulnerability assessment provided the necessary information to identify gaps and to develop a Strategy to close the gaps and improve Delaware's mitigation program.

Open Discussion

Natural Hazards Planning Supervisor, Ed Strouse led a discussion on how best to formulate the Mitigation Strategy and Mitigation Actions for sections 6.1 and 6.2 of the Plan. After requesting ideas on how to proceed, two options were discussed: 1) The Sub-Teams - work on the Strategy and Mitigation Actions, 2) A Planning Team one-day Workshop to complete the strategy and actions.

Concerns were expressed that the Sub-Teams, Natural Hazards and Public Safety, were probably not the best option since they were more functional experts. The team working on

developing the strategy and actions should have a wider variety of members and disciplines; they should be more diverse, to capture the input of stakeholders statewide. The Team agreed that the one-day option was best and then discussed who should be involved. The following are the recommended members for a Mitigation Strategy and Actions Sub-Team:

- DEMA
- Planning Sub Teams (2 members from each)
- DeIDOT
- DNREC (NFIP, Flood, Coastal)
- State Planning Office
- County and City of Wilmington Emergency Management

Additionally, the Planning Team discussed the importance of preparation prior to the workshop to allow ample time to complete the task of developing a strategy in the morning and completing mitigation actions in the afternoon. Recommended preparation is to:

- review the Risk Assessment-Section 4.2,
- review the Capability Assessment-Section 5,
- identify gaps
- be prepared to discuss and develop a strategy and actions

Lengthily discussion took place on how to best complete this most important step in the planning process. Step 2 in the FEMA Planning Process is understanding the situation; Step 3 is determining goals and objections. A strategy, objections, and mitigation actions are the most important part of the Mitigation Plan. Mitigation projects must be associated to specific mitigation actions to be eligible for Federal funds.

Taskers and Takeaways

A Mitigation Strategy and Actions Sub-Team was formed and a workshop will be scheduled in two weeks to include the above attendees and others with the purpose of completing the strategy and actions.

Summary

The meeting was very productive and many questions were answered. Additionally, suggestions were made on improving communications with the planning team and other considerations that will improve the revision process. The meeting Adjourned shortly before 3:00 pm.